

Gloucester County
Administrative Policy Acknowledgement
Gloucester, Virginia

Section: 118
Supersedes: N/A
Title: Time and Attendance Policy

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Effective Date: August 1, 2020
Authorized By: County Administrator

Employee Acknowledgement

I acknowledge receipt of the Employee Time and Attendance Policy and understand that I should consult the Human Resource Department if I have questions. Furthermore, I understand that it is my responsibility to read and comply with the Time and Attendance Policy and any revisions made to it.

Employee's Signature

Employee's Name (PRINT)

Date

Witnessed by:

Supervisor/HR Staff Signature

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE